Welcome to the ibuyer.hk general user manual

- This is a general instruction for all of our software V3.58 onward. For earlier version please refer to the old manual.

- For installation instruction, please refer to the separate installation guide.

- For the using of individual software, please refer to the specific manual for individual software.

- For the platform, database structure and design change of software, please refer to the technical manual.

Table of content

Desktop Icon

Once you have successfully installed our software, you will see an icon (a purple key) on the desktop of your PC. Double click it and will open the software that you have installed.

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software icon

Program Shortcut

If you click Start > All Programs > ibuyer.hk software shortcut will show. Select it will open the software installed.

Data File Location & Security

All of our software is Windows base, which means the software, is physically downloaded, installed and located in user's hard disk. We do not keep any of your data; it is being kept inside your PC's storage media.

When user input and save the data, it saved in a data file inside their C:\ drive. For example

C:\MerchanNet\MerchanNet.mdb

C:\CostingNet\CostingNet.mdb

C:\ExportNet\ExportNet.mdb

C:\TextileNet\TextileNet.mdb

In this connection, users have 100% secure of their own data and 100% privacy of the sensitive figures inside the software.

Shortcut path

In general, the shortcut path on the desktop icon is usually pointed to the data file of the software. Just like the above example, it will point to the .mdb or .accdb file of the software. In some of our software, if there is workgroup user logon is engaged. The shortcut path will be pointed to more than one single data file. In case of MerchanNet, for example

"C:\Program Files\Microsoft Office\Office12\MSACCESS.EXE" "C:\ MerchanNet\MerchanNet.mde " /wrkgrp "C:\ MerchanNet\MerchanNet.mdw" /runtime

If you right click the software desktop icon > select "property" on the "target" field, you will see the above.

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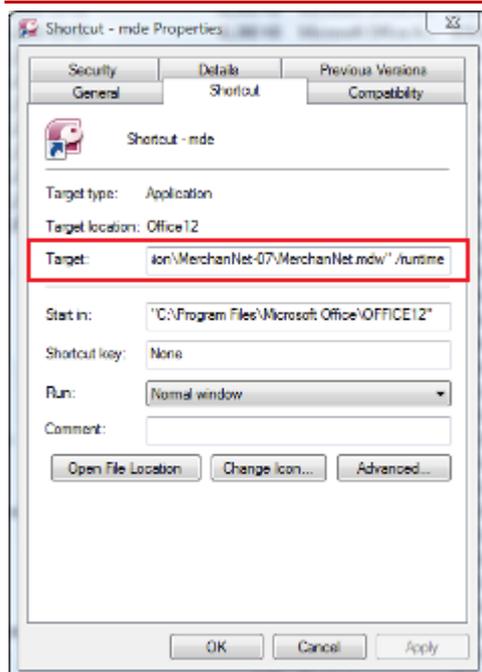
Start program

In some of our software, it has a workgroup control, which means user has to logon with a name and password. The workgroup user right control is a common tool for controlling the read / write / edit / delete for a database in multi-users environment. Simply saying, for example, a merchandiser can read write the merchandising panel but not the accounts panel. A production coordinator can read the shipping panel but not the personnel details.

If you click the program icon, it will open the software with the main broad (dash broad), suppose the software is successfully installed. A logon dialogue will be opened and asking for the logon user name and password. By default, the trial user name and logon password is;

Name: demo

Password: 123

For the official user name and logon password, it will be provided once you have purchase our software.
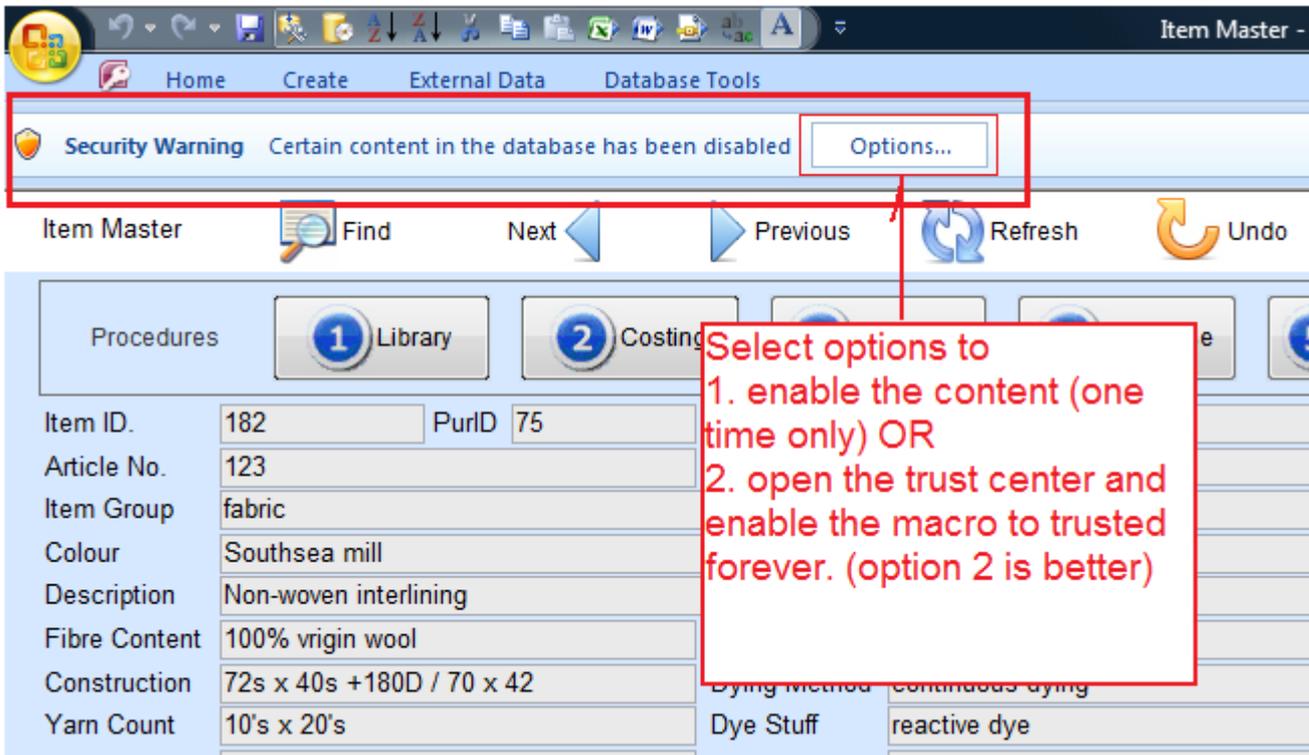
Security notice

In some of the operating system, with sensitive firewall or system security, anti-malware, pro-active defense, anti-trojan or anti-phishing setting, following security notice message dialogue will pop up upon opening of the program. Don't worry about it, our program is safe to open, click open to continue using the software.
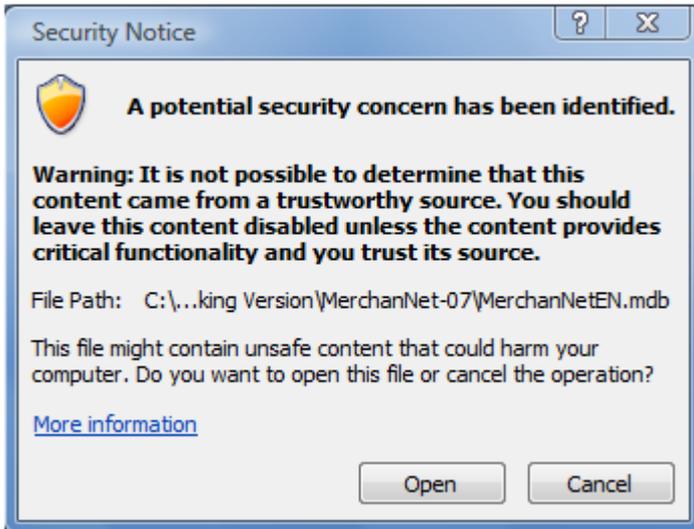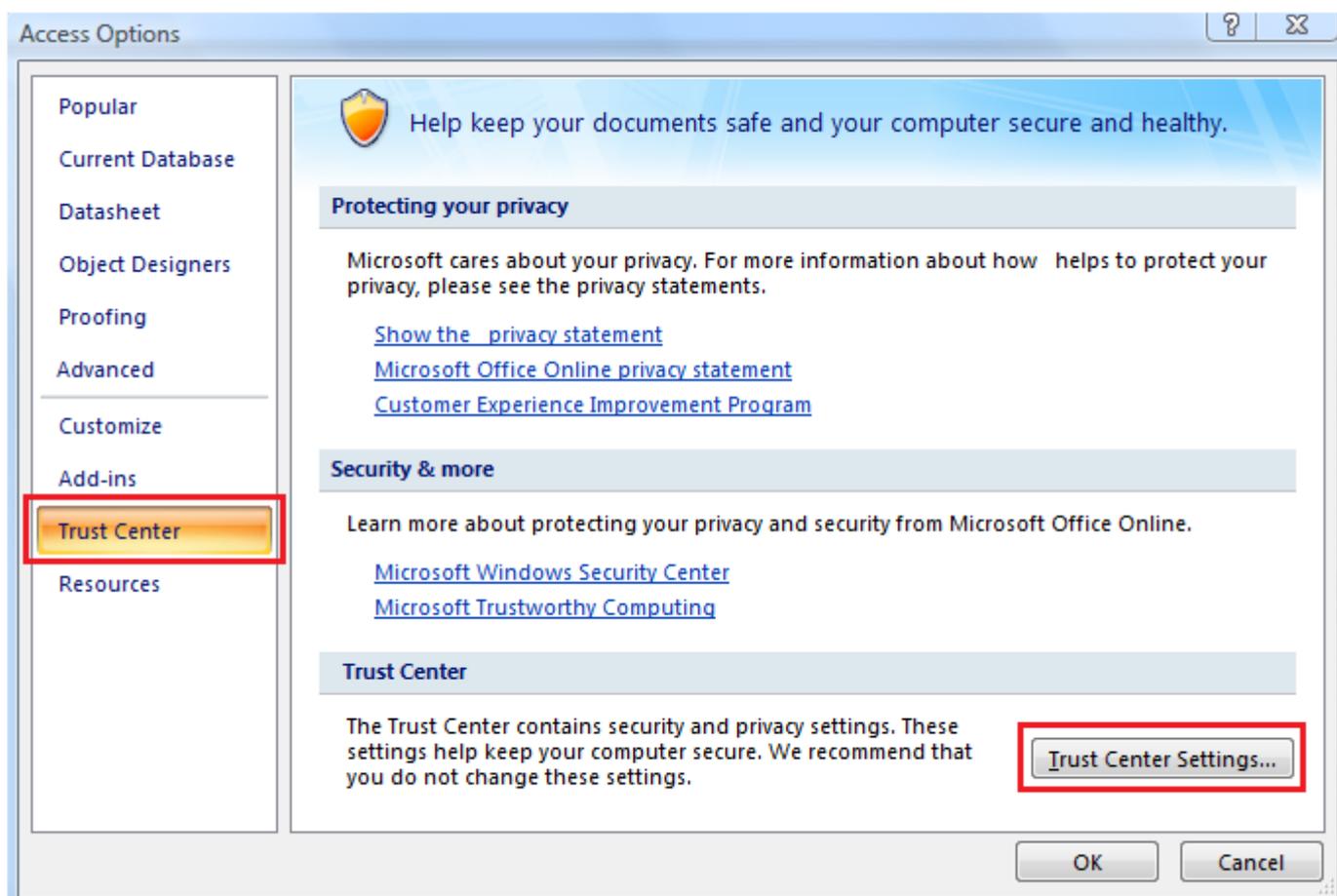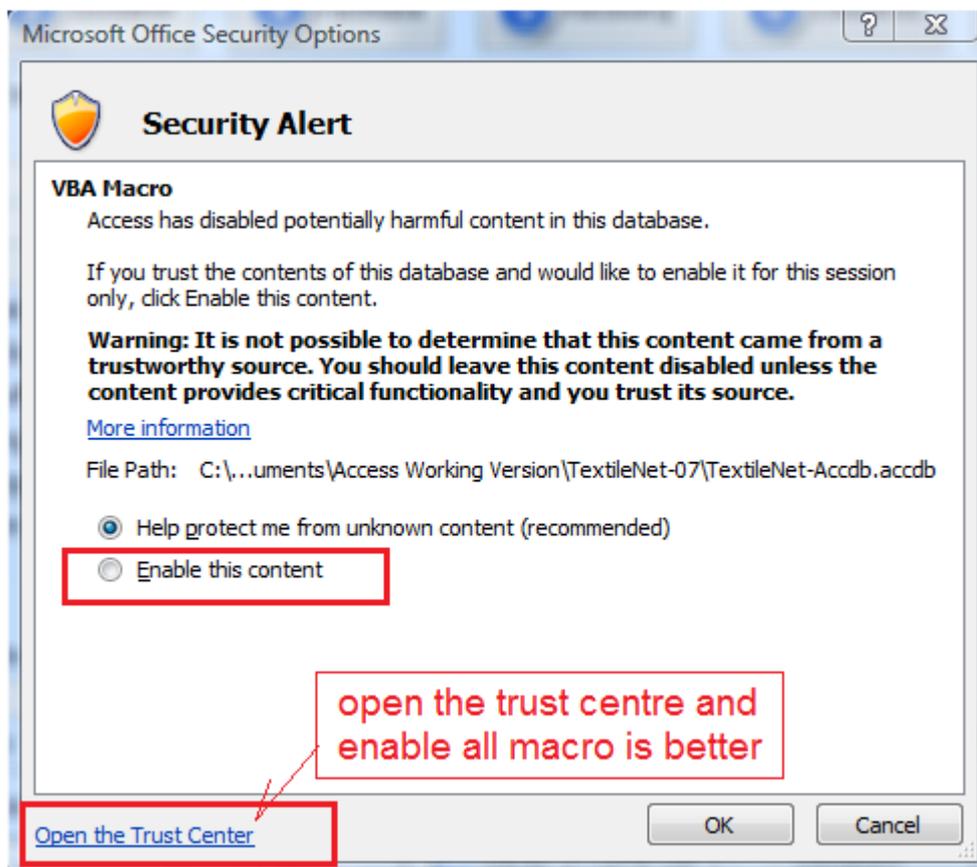
If you want to take away this security notice and change to trust our program, please look for the admin button.

i.e. Admin button > Options > Trust Center > Trust Centre Setting… > Macro Settings > Enable All Macros

There might be another ways to show the security notice and exist as a top message bar "security warning"

If it does shown on the top below the menu bar.

Please select options… > security alert > open the trust center > trust center > macro setting > enable all macros

Microsoft Office Security Options

Security Alert

VBA Macro

Access has disabled potentially harmful content in this database.

If you trust the contents of this database and would like to enable it for this session only, click Enable this content.

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.

More information

File Path: C:\…uments\Access Working Version\TextileNet-07\TextileNet-Accdb.accdb

○ Help protect me from unknown content (recommended)

○ Enable this content

open the trust centre and enable all macro is better

Open the Trust Center

OK   Cancel

Access Options

Help keep your documents safe and your computer secure and healthy.

Popular
Current Database
Datasheet
Object Designers
Proofing
Advanced
Customize
Add-ins
Trust Center
Resources

Protecting your privacy

Microsoft cares about your privacy. For more information about how   helps to protect your privacy, please see the privacy statements.

Show the   privacy statement
Microsoft Office Online privacy statement
Customer Experience Improvement Program

Security & more

Learn more about protecting your privacy and security from Microsoft Office Online.

Microsoft Windows Security Center
Microsoft Trustworthy Computing

Trust Center

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Center Settings...

OK   Cancel

In this connection, our program will be trusted by your PC security setting and notice will not pop up again.

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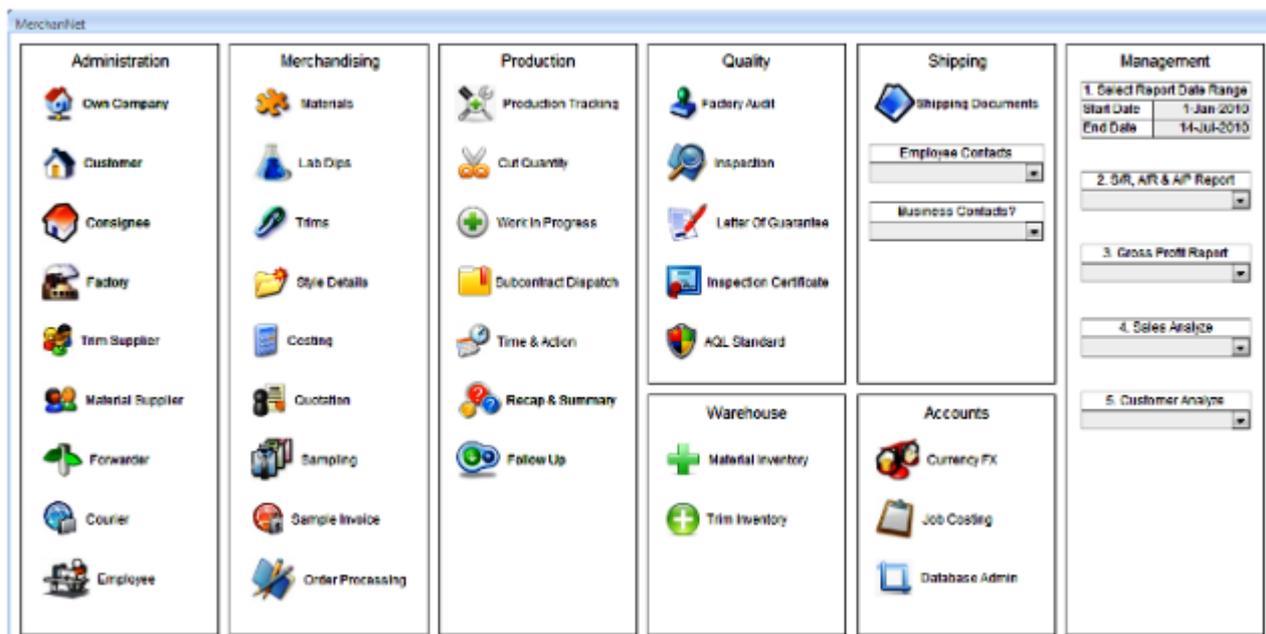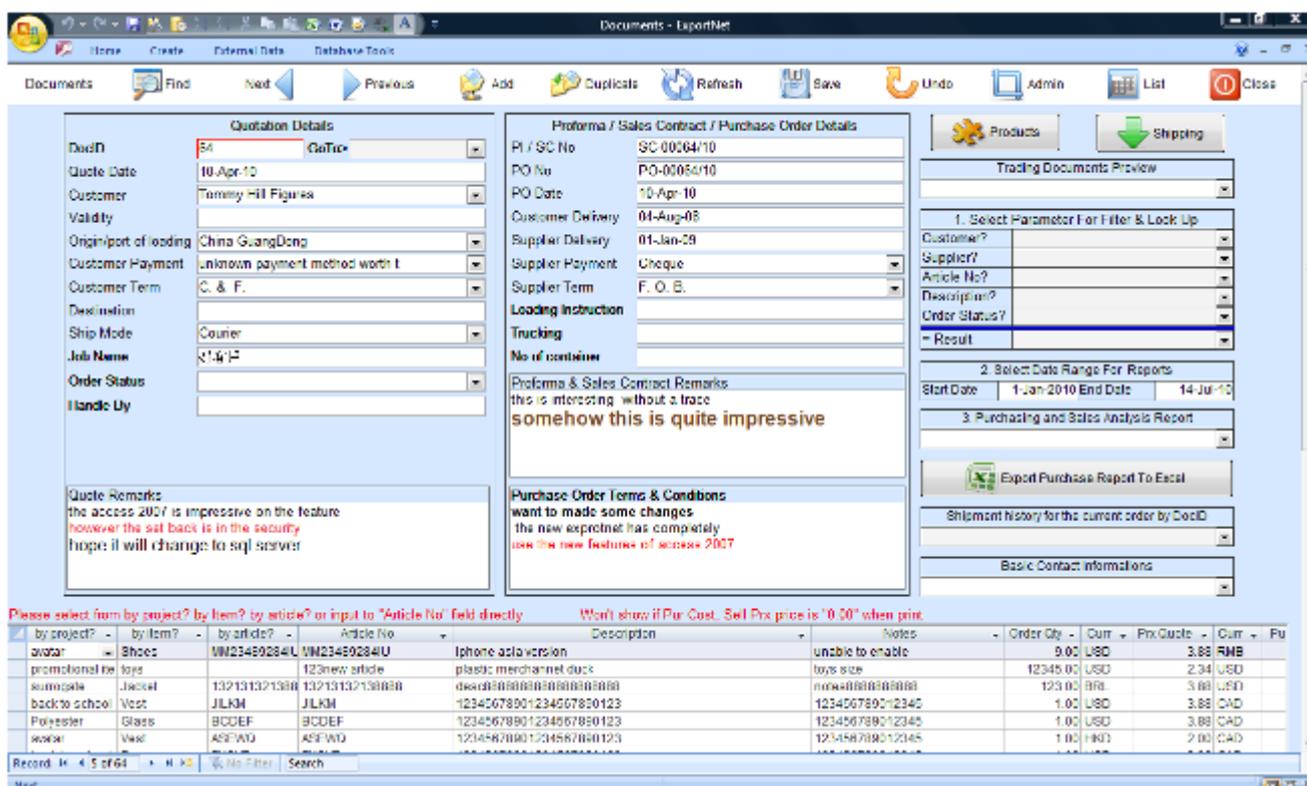Merchandising Software

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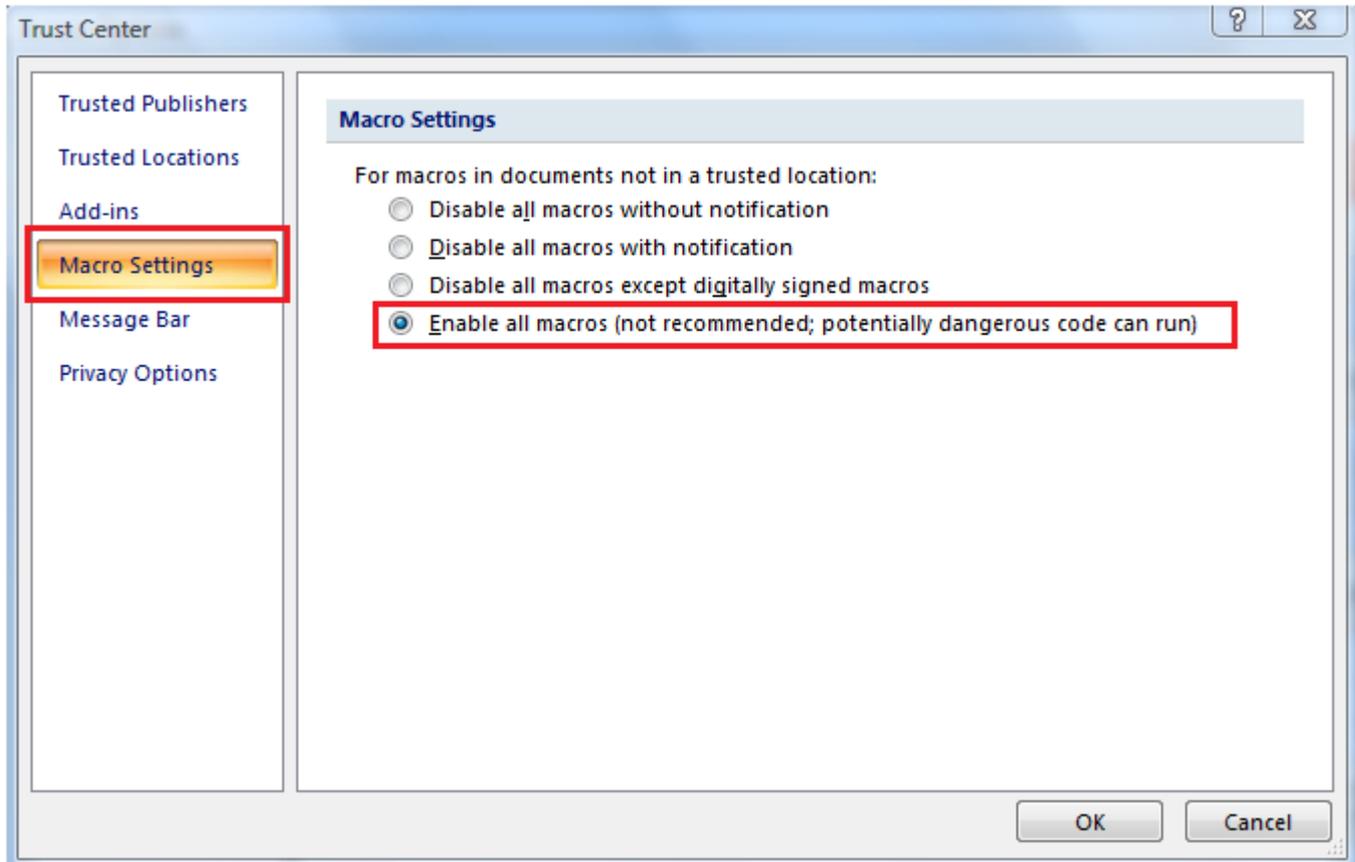
Main broad

Once the software is opened, you will see the main board (dashboard) with departments, procedures, different panels, item master or the work flow of the program. This is the main screen of the program and user will use it to

- Switch to different departmental modules.
- Follow the procedures & workflows i.e.; A, B, C, D, E, & 1, 2, 3, 4...etc of the program.
- Show the Item master of different products.
- Filter, search and look up records.
- Print preview documents and reports by similar parameters.

For example; MerchanNet main broad - departmental

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MerchanNet

Administration	Merchandising	Production	Quality	Shipping	Management
Own Company	Materials	Production Tracking	Factory Audit	Shipping Documents	1. Select Report Date Range
Customer	Lab Dips	Cut Quantity	Inspection	Employee Contacts	2. S/R, A/R & A/P Report
Consignee	Trims	Work In Progress	Letter Of Guarantee	Business Contacts?	3. Gross Profit Report
Factory	Style Details	Subcontract Dispatch	Inspection Certificate		4. Sales Analyze
Trim Supplier	Costing	Time & Action	AQL Standard		5. Customer Analyze
Material Supplier	Quotation	Recap & Summary			
Forwarder	Sampling	Follow Up	Warehouse	Accounts	
Courier	Sample Invoice		Material Inventory	Currency FX	
Employee	Order Processing		Trim Inventory	Job Costing	
				Database Admin	

Start Date 1-Jan-2010
End Date 14-Jul-2010

For example; ExportNet main broad – workflow

For example; TextileNet main broad – item master
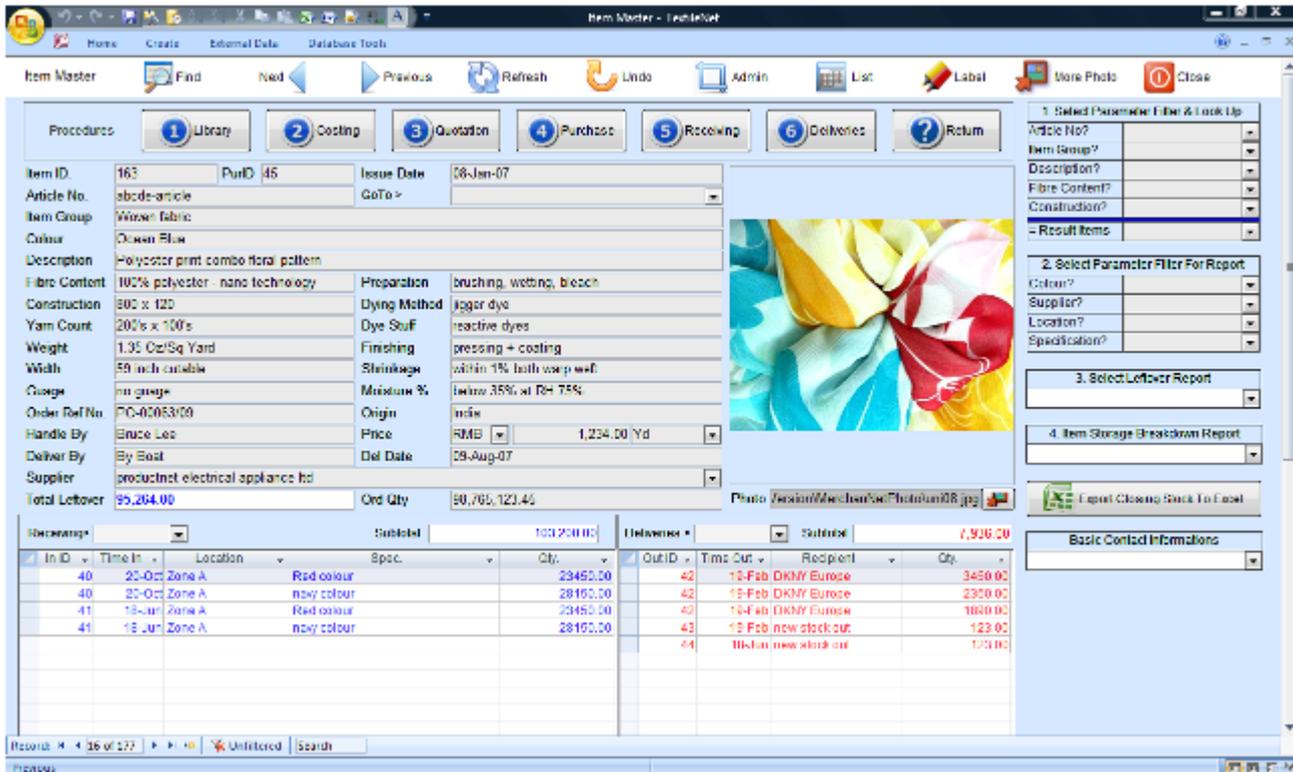
On the right hand side column, there is a parameter look up filter, which is used to search record by filtering parameters. Also parameter filter for different types of report and export button to generate excel file. This is quite useful for getting a batch of record with something in common or getting a group of report with same parameters. Parameters like similar item group, description, article no, suppliers, customers, collections, material types or order status.

Top menu bar

The top menu bar (Top left hand side) provides some basic and useful function of our program. For example; undo, redo, back up database, compact & repair database, user and group accounts, user and group permission, ascending, descending, cut, copy, paste, export to excel spreadsheet, export to RTF, PDF or XPS and font.
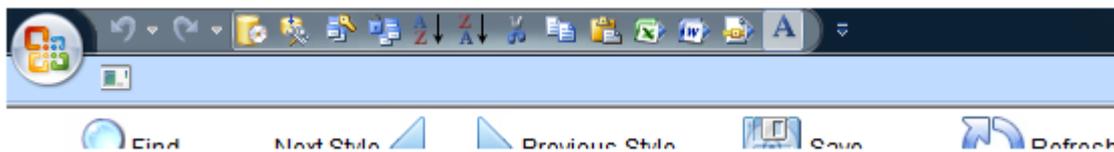
Undo – undo typing.

Redo – redo typing.

Back up database – back up the current database into an individual back up file. (Back up all data)

Compact repair database – re-index the database table.

User and group accounts – create and delete user, change logon password.

User and group permission – change user right; read / write / edit / insert / delete for each user.

Ascending – sort ascending for records.

Descending – sort descending for records.

Cut – highlight and cut text record.

Copy – highlight and copy text record.

Paste – move cursor to field and paste copied text record.

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Export to spreadsheet – export report to an excel format.

Export to RTF file – export document to a word format but in rich text format.

PDF or XPS – export document or report to a PDF format or XPS format. XML Paper Specification (XPS) is a fixed-layout electronic file format that preserves document formatting and enables file sharing.

Font – some of the large field (memo field) which is supporting rich text format.

See below for example.

In the above memo field, user can change the text size, text color, highlight text or font style.

In additional, the Unicode design of our program is able to support multiple languages.

Button logic

By design, the button logic of our program is;

- Left to right.

- Top to bottom.

- A, B, C, D, E, 1, 2, 3, 4, 5....etc.

User may start using our program according to this logic.

TAB key

On the left hand side on your keyboard, there is a TAB key. This is quite useful for inputting our program. When user are in the input panel, please use the TAB key to move from field to field to carry out input of the forms. This will act as guidance for the input sequence that help user easily using our program.

Input panel

When user opens one of the modules, it is basically an input panel, a form to carry out data input for your business need. Generally it would be a product details form, order details, productions details, raw material details, inventory record and shipping records.

The principle of an input panel is a form that holds your business record one by one. For example, a product detail form holds 1000 products; it will show the detail page by page with 1000 pages. User can browse each record by next and previous button.

Example of a style details input form

The ID number will be recording each style by increment. It is an auto number and cannot be changed by user, every time when you add a new style to the database, a new number will be given. We named it Product ID, POID, Order ID, Shipment ID, Inspection ID, Purchase ID, PurID or item ID….etc.

Another type of input panel consists of main form and sub-table. Usually it is being used in the order processing, shipping documents. It has a one to many relationships and holds business recording this manner. For example, an order to a customer can have 5 to 10 items with it. A shipment to a customer can have 25 items in one container.

In this connection, the one to many relationship input form is being used.

Example of a shipping document input form

There is an input sequence requirement that user must create a main form detail before inputting the sub-table.

Navigation bar

On the top section of most input modules, there is a navigation bar to help user browse / input / edit the record

User can use it to find, browse next, browse previous record, add record, duplicate existing record, refresh, undo or list record.

The record is being shown in descending order which means the newest record will be on top and the oldest record will be on the bottom page. Cause user is normally working with the newest record most of the time.

Input sequence

User must fill in the main form and then the sub-table. This is a must in the database design; otherwise, it won't let you.

Example of order processing module.

The top section is the main form and must create / fill in prior to sub-table.

The bottom section is the sub-table and needed to fill in / input after above main form record created.

This will be applied to all of the input forms of our program.

Field limitation

Since we are using a relational database and there is some limitation to the data that we enter or input into the field.

We have to maintain the data integrity, that's why there must be some limitation to the data input.

When you are inputting data to the product detail panel, order processing panel, purchase panel, you may have see this error:

IF you see above warning message and can't get out, **press ESC key** on top left hand side of your keyboard

A/ numeric field – can't input data other than number. i.e. 4.35 / 6.75 / 7.15

B/ date field – can't input data other than date format. i.e. 16-Jul-2010

When the cursor move into a date field, a date picker will show at the end of the field, please use it to select the date that you want to input to the date field. A calendar will pop up when you click the date picker icon.

C/ selection field – must select from the data within the pull down list

For example, most of the merchandiser will input:

A/ on a date field (delivery) > ASAP, TBA, Before Xmas, B4 CNY rather than 31-dec-2010 > it won't accept

B/ on a quantity field > TBA, order minimum, MOQ instead of absolute quantity 800.00 > it won't accept

C/ on a selection field > type any data rather than select from pull down menu > it won't accept

Usually happen in the supplier, customer, handle by, and consignee field: if you did and got hold up, **presses ESC to leave**

D/ calculated field – result of other figures. i.e. subtotal, total, percentage, grand total, amount.

Total Quantity	12,483.00	Percent	42,951.93
Surcharge 1	surcharge one	1.00%	429.52
Surcharge 2	surcharge two	2.00%	859.04
Surcharge 3	surcharge three	3.00%	1,288.56
Surcharge 4	surcharge four	4.00%	1,718.08
Surcharge 5	surcharge five	5.00%	2,147.60
		Grand Total	49,394.72

Normally these calculated field do not allow (no need) for you to key in any figures. It will be automatically calculated by the result (quantity x price). The background color is usually in gray color to denote.

E/ read only field – reference of record from other tables.

read only field, refer to records from other forms or tables. backgroud in gray color to denote

Please note new style cannot be created in this sampling panel, Please add new style no. in the style detail panel

| Next Sample | Previous Sample | Add New Sample | Copy |

		Technical
Sample ID.	52	新的功能再加上
Request Date	15-Apr-10	不同之語文可以同時輸入
Sample Status	Just Request	多國文字都可以同時顯示
Sample Type	Advertising Samples	不同國家操作的公司就好有用
Due Date	15-Apr-10	如果三個月之內沒有實質訂單
Material	Use Any Available Quality	樣版價錢將要直接支付
Customer	Roots Canada Inc	這軟件多语种, 能同時輸入任
Company	ibuyer.hk apparel Limited	
Merchandiser	Grace	
Sample factory	Plush toy manufacturer limited	
Factory sales		

blank field, require user to key in relative business data, figures, date or selection within pull down list to generate documents, reports

Screen tip message

When using our program, sometime there will be screen tip message to help user to get a better understanding of our program. It could be a reminder message, a validate message, a pop up instruction, an input example or an error message. This is an important message for the user, so when you see this, please halt and read the message carefully before continuing.
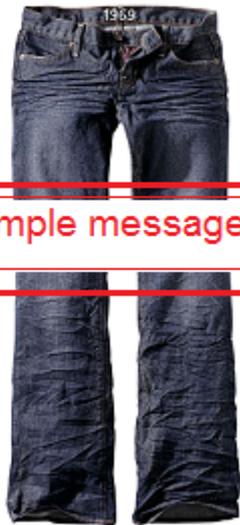
Example of a validating message
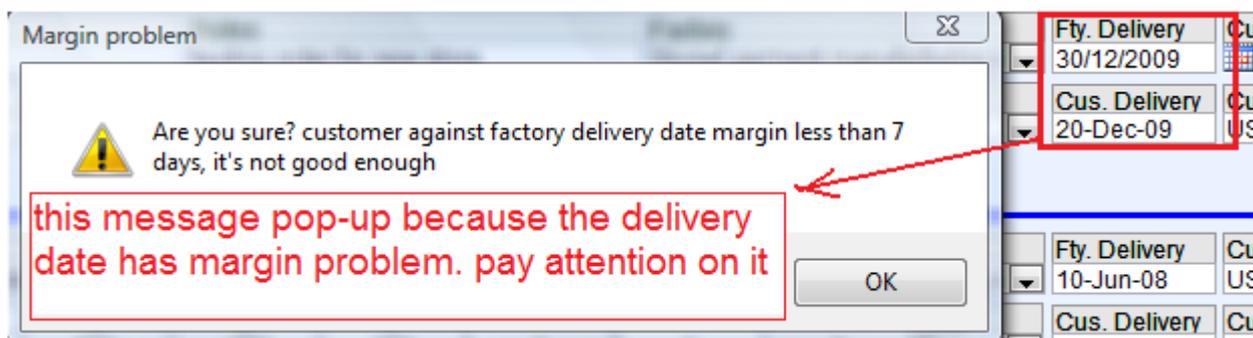
Above message checking is to avoid error inputting by merchandiser. Our program will check the date, quantity, price & etc to see if it is reasonable and consistency

Example of an input example message.

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Style Details | Extended Style Details

Product ID: 85   GoTo >

Issue Date: 17-May-10

Style No.: 7194S-copy

Reference:

Collection: ie. Fall Winter 2012

Item Group: ie. ladies, infants, woven, knit, tops

input example message

Finishing: Non Wash

Remarks - Internal Use Only

1. 这个软件能够编写多国语言
2. *This software able to write multi languages*
3. 這個軟件能夠編寫多國語言
4. このソフトウェアは、複数の国の言語で書くことができる
5. Software ini mampu menulis negara multi bahasa
6. इस सॉफ्टवेयर के लिए देश के कई भाषाओं में
7. Este software puede escribir de varias lenguas
8. תוכנה זו מסוגלת לכתוב מדינה מרובת שפות
9. Ce logiciel capable d'é

when cursor move in

هذا البرنامج قادر على كتابة بلد متعدد اللغات .10
11. Ky program mund të shkruajnë gjuhë shumë vend
12. Це програмне забезпечення в стані написати
13. Software ini mampu menulis negara multi Bahasa
14. Tento software je schopen psát více zemí, jazyků
15. Ang software na ito ma-isulat ang multi wika
16. Phần mềm này có khả năng viết các ngôn ngữ
17. Questo software in grado di scrivere lingue de
18. Este software capaz de escrever línguas país
19. Diese Software können mehrere Länder Sprachen

Image File: \MerchanNetPhoto\gap10.jpg

Short Description (Show on PI, SC, PO, ...)
Gents Summer Jeans

Raw Material (Show on PI, SC, PO)
ie. 94% cotton 6% lycra stretch 12oz den

Detail Description (Show on Production O...)
ie. basic 5 pocket styling, zipper front ope

Record: 1 of 43   No Filter   Search

Short description for this product; show on documents PI, SC, PO, Invoice

bottom message will show

Pull down list

Since user must select within all pull down list, the pull down list table must be fill in prior to selection. This is a basic design for all relational databases. Usually this is happening in customer name, supplier name, handle by, currency, unit, consignees, notify party and forwarder. Furthermore, if user needs to select style number, article number, item number, order ID, POID, purchase ID, it must be created prior to selection.

Before start using our program, normally user has to fill in the customer, supplier's company detail for selection. Otherwise, you will have nothing to select in the pull down list.

Example of opening basic contact form.

Pull down selection.

On most of our sub-table, there is a pull down selection for user to select record form other table to avoid double entry.

This could be old record already inside the database, records from other table that needs to be filling in to the sub-table.

For example; user will need to pull out article number, description, price from the product detail table to the document sub-table to generate quotation, pro forma, sales contract, shipping documents and invoice.

We have set up the selection in 3 different grouping for easy sorting and selection.

- **[By item?]** group and sort by product item group.

- **[By customer?]** group and sort by customer code.

- **[By supplier?]** group and sort by supplier code.

- **[By article?]** group and sort by product article number, style number, item number.

- **[By orderID?]** group and sort by the order ID from order processing.

- **[By DOCID?]** group and sort by the DOC ID document ID from order processing.

- **[By description?]** group and sort by the product description.
- **[By material?]** group and sort by the raw material description.

Example of pull down selection.

Order List	Find	Next	Previous	A

Issue Date	16-May-10		Closing Time	anytime
Shipment ID	33	GoTo>	Vessel voyage	truck plate no EVA-2384
Invoice No.	INV-00033/10		E.T.D	anytime ETD
Consignee	MaterialNet Transporation Limit		E.T.A	anytime ETA
Forwarder	Kelly		Loading Type	loading17
Loading Port	loading17		Total CBM	0.01
Discharge Port	discharge17		Total Weight	78.00
Destination	destination17		Total Cartons	4
Order Status	PI SC PO Issued		M.I.D.	MID - DHIRU-Factory
Handle By	Wallace		Remark	

Must select from Customer? Factory? Or OrderID? and input quantity

Customer?	Factory?	OrderID?	Shipped Qty	Price	POID	
A&F	SOCKS	82	100	7.58	15	demo2
OLDNAVY	APPAREL	47	120	5.15	55	demo-
GAP	INFANTS	218	120	7.3	102	PO-00
*			0			

Costing

Find	Next Style	Previous Style

Style Details	1. FOB Quote From Factory	2. Material Cost Breakdown	3. Trim / Accessories / Parts Cost Bre

May look up & select from By Style No?, By Materials?, By Supplier? or input to "Materials" field directly

by style no?	by materials?	by supplier?	materials	remarks
			woven farbic 35mm 70x42	30s 2-ply uy
newstyle			jeans trim fabric	chambray
2983-LOI			single jersey	32s x 2ply
			this is new	new
2983-NEI			denim fabric	特別洗衣機
ABC-123-R6			knitted jersey fabric	21x2-ply
7194S-copy			single jersey	32s x 2ply
*				

These examples show you the pull down selection field on the sub-table.

Usually it is the first 3 column of the sub-table and denoted by title "by xxxxxxx?" with a question mark on it.

Auto look Up

When a user wants to select from the pull down list, usually they scroll through the list to find out what they wanted. However, when you have a large number of records for selection, it would be impossible. We have made the auto look up function to facilitate the search of record more easily. When the cursor moves into the pull down selection field, please start typing the detail that you want. It will then jump to that particular group of record with best match from your input wording.

For example of the below sub-table; if you are looking for the style no. DEFGH, when you start typing DE…. It will automatically jump to the record matching style no. DEFGH, so that user can easily pick their own choice.

Delete record

By design, our program do not allow user to delete main record, only sub-table record can be deleted. This is to avoid user mistakenly delete important main form record. At the same time avoiding merchandiser delete large number of main record from the database.

If any user wanted to delete sub-table record, first highlight the sub-table record and then hit the delete key in your keyboard. Example of delete sub-table form

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Find　　Next　　Previous　　Add　　Duplicate

GoTo >		Customer	Gap Inc.	Cust
POID	102	Company	ExportNet garment production factory limite	Fact
Date	28-Apr-10	Handle By	Sush	Cust
PO No.	PO-00102/10	Order Status	Ongoing	Cust
Ship Mode	Boat	Remarks To Customer		
Origin	China JiangSu	MerchanNet is now supporting 1 order to Many style items.		

貿易叻 買手叻可以一合同多產品款式、不同行業類型都可以、
這樣就更加方便不同工業之公司。H

Remarks To Factory
このソフトウェアは多言語、言語を同時に入れることができるで
이 소프트웨어는 다언어
Diese Software Ist M

use the delete key to remove one row of record from the sub-table

Suggest 1 PO, 1 factory, 1 style all colors

Style / Color / Size Breakdown

OrderID	Style No		Color	
218	KLMNO		indigo navy	
Buyer Ref#	Subtotal	02	04	
test-101	82	10	16	18	22	12	4

Duplicate　　Copy　　Paste　　Delete　　Multiple Countries Or Store Pack Breakdown

OrderID　Style No　Color　Notes

Example of deleting sub-table row

Order List　　Find　　Next　　Previous　　Add

Issue Date	16-May-10	Closing Time	anytime	Bil
Shipment ID	33　GoTo>	Vessel voyage	truck plate no EVA-2384	Ca
Invoice No.	INV-00033/10	E.T.D	anytime ETD	Co
Consignee	MaterialNet Transporation Limit	E.T.A	anytime ETA	Se
Forwarder	Kelly	Loading Type	loading17	L/C
Loading Port	loading17	Total CBM	0.01	L/C
Discharge Port	discharge17	Total Weight	78.00	L/C
Destination	destination17	Total Cartons	4	L/C
Order Status	PI SC PO Issued			
Handle By	Wallace			

highlight the row on the sub-table, then hit the delete key in your keyboard. so that the row will be removed.

**highlight at the left end column will select whole row**

Must select from Customer? Factory? Or OrderID? and input quantity

Customer?	Factory?	OrderID?	Shipped Qty	Price	POID	PO No
	SOCKS	82	100	7.58	15	demo234
OLDNAVY	APPAREL	47	120	5.15	55	demo-234EE
GAP	INFANTS	218	120	7.3	102	PO-00102/10
*			0			

Find, search and filter record

Since the database will hold a lot of records for many years, it must be some effective way to find out and search old record.

In this connection, we have invented couple ways to help user finding old records.
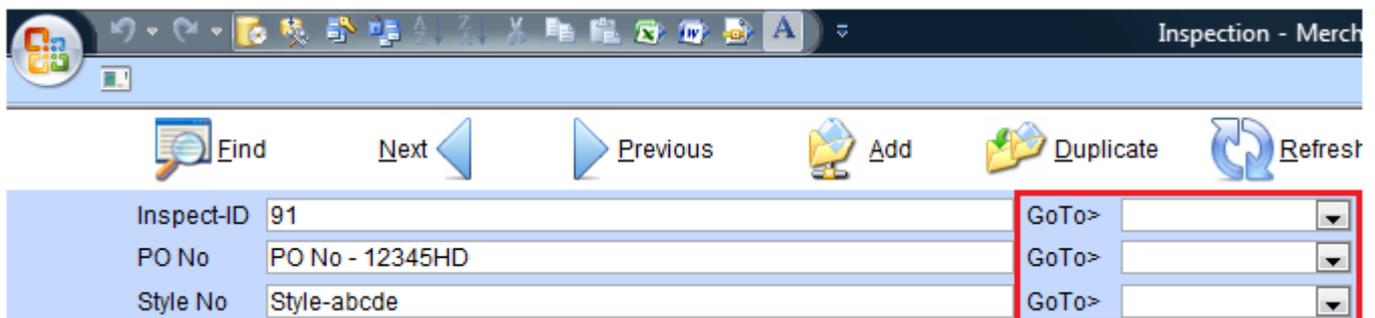
- Find record function.

- Go To> record function.

- Search record function.

- List record function.

- Parameters Filter & Look Up group of record function.

Find record function
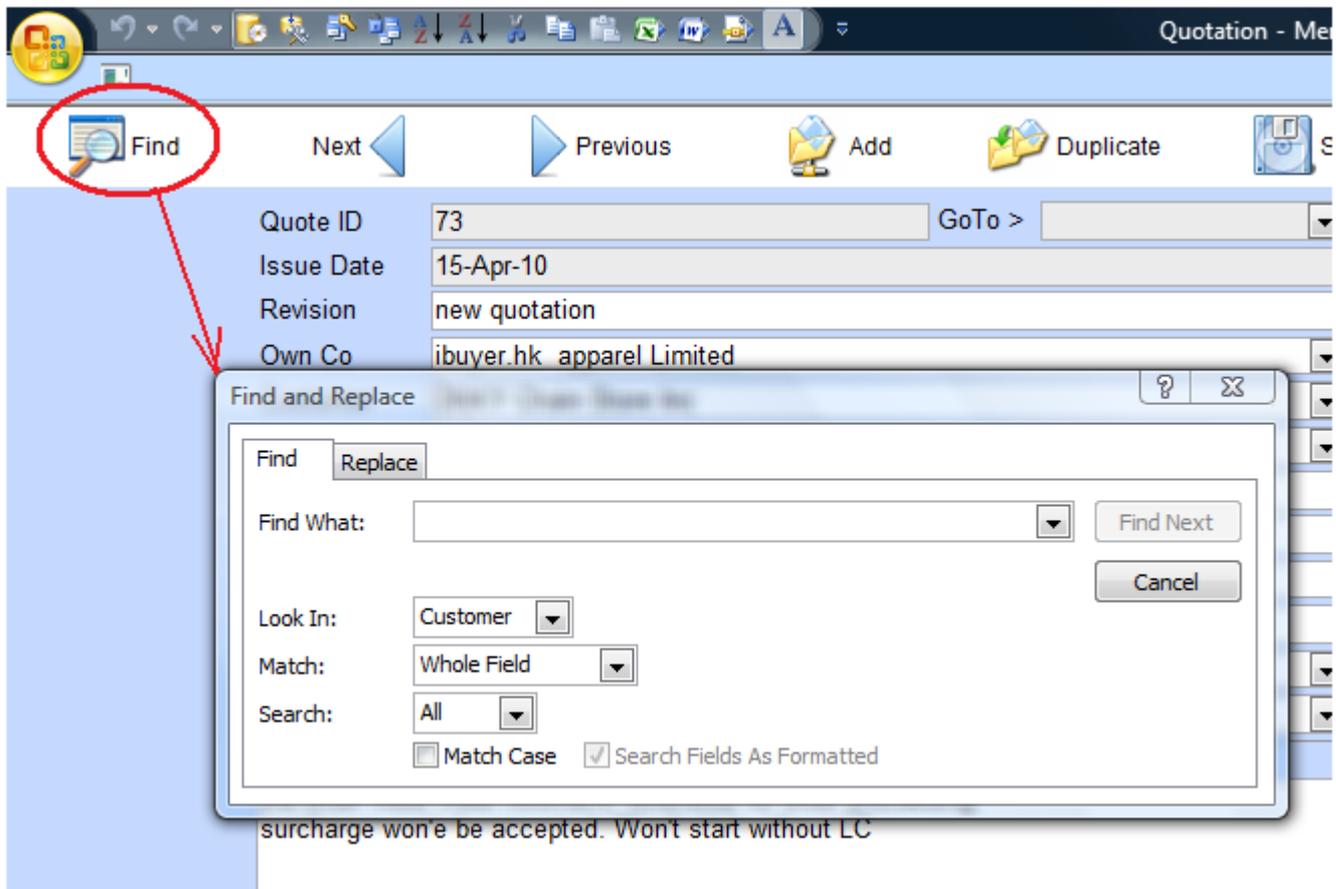
If you hit the find button, a find dialogue will pop up. In the find what field, please fill in the text that you are looking for. You can also specify the condition. Like "look in", "match", "search" and match case.

Go To> record function

It is a pull down list and simply select it will go to that particular record.

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ibuyer.hk
Merchandising Software

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採購管理軟件

Search record function

Inspect-ID	91	GoTo>
PO No	PO No - 12345HD	GoTo>
Style No	Style-abcde	GoTo>

Order Details | AQL Rating | Comments & Attachments

Inspect-ID	91	Inspector
PO No	PO No - 12345HD	Inspectio
Style No	Style-abcde	Inspectio
Colour	White, Navy, Beige, Yellow	Inspect D
Quantity		Inspectio
Description	Ladies Woven 94% cotton 6% spandex denim jeans	Factory
Customer	DNKY x Prada	Quantity (
Brand Label	Pra DNKY Sport	Color Ch
Schedule Ship Date	05-Jan-10	Size Che
Actual Ship Date	06-Jan-10	Fabric Ch
Appreance	appreance overall acceptable	Trim Che
Seams & Stitching	all okay according to approval sample	Main Lab
Packing Material	pack carton incorrect	Care Lab
Packing Remarks	must be repacked	Price Tic
Shipping Mark	due to wrong shipping mark	Style Che
Quantity Finished	100% percent finished	Packing (
Carton Inspected	100 carton inspected	
Comments1	the is another improvement os the 今次大大改進了品質吩軟件. 肯定其	
Comments2	the is another improvement os the 今次大大改進了品質吩軟件. 肯定其	

input the text that you are looking for, then hit enter key. it will then go to the record contain the text.

Record: I◄ ◄ 1 of 91 ► ►I ►❋ 🦟 No Filter | Search

List record function

There is a list button on the navigation bar. If you hit this button, a complete record list form will be opened, showing you all the records. By clicking the ID number, style number, article number will move to that main record.

Example of list record button

There is sort ascending and sort descending function on the list form. User can use the text filters to filter the record by the text selected. This could help user easily filter a group of record according to text selected.

Parameter Filter & Look Up record function

If you are looking for a group of record according to your parameters, please consider using the parameter filter.

This is a very useful filter and look up function. It could pull out a list of record according to the parameters that inputted to the database previously.

For example, when you select a product type like woven, knit, men's, ladies, toys…

Then on the [=result] field, it will pull out a list of item that belongs to this product type. The product type is defined by user previously input to the database.

Print preview document and report

User can only print preview document and report in the preview mode.

In addition, there are few more options;

- export to RTF file.

- export to excel spread sheet.

- export to PDF format.

- Print to Microsoft Document Imaging (add-in with Microsoft office) then convert to graphic / image file.

- Page margin set up.
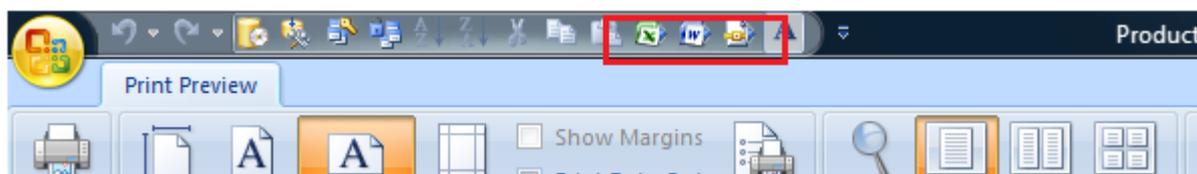
The print to Microsoft document imaging function is a very useful feature for preparing trading document to your business associate. In most cases, when merchandiser preparing trading document were in either word, excel or PDF format. Unfortunately, these electronic file is editable, can be changed by the recipient. This is against the interest of your company. In all of our software, merchandiser have an option to print the document to become a graphical file format, that means the recipient is not able to made any change on it without being notice.

The steps to print our document to become a graphical file formats;

1. In our software, open the document in print preview mode

2. Select print and select the printer name to **Microsoft Office Document Image Writer**

3. Save the document imaging format to TIFF.

4. Open the saved TIFF format document (open by paint) and save as other format; like jpeg, png, gif...etc

Please noted the printer driver **Microsoft Office Document Image Writer** is an add-in feature that comes with **Microsoft Office**, when you install the Office to your PC, it will usually installed simultaneously. If it didn't install by default, please select the add-in function in the **Microsoft Office** during installation start up dialogue.

Back up

It's very important to back up every day. Since the business record is a vital for your operation, so we recommend user backing up the data file every day. User may also consider using the automatic back up, so that a daily schedule back up can be set up. Please click admin button > automatic back up and follow the wizard to set it up.

Uninstall

Upon uninstall our program; **all of the program files together with the data will be removed.** If you do not have a back up of the data file, you won't be able to restore the data input to the database.

ekc3220.dll file not found

If user is encountered this problem after installation, following is a solution:

1. in the working folder, look for file ekc3220.dll   (i.e. C:\MerchanNet\ or C:\ExportNet)

2. copy & paste this ekc3220.dll   file to the   **C:\Windows\System32**   folder

- That's it for our general user manual, thanks for reviewing.